



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL AIR STATION  
700 AVENGER AVENUE  
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 1750.2N  
002

**SEP 08 1999**

### NAS LEMOORE INSTRUCTION 1750.2N

From: Commanding Officer, Naval Air Station, Lemoore

Subj: COMMAND SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3

Encl: (1) Sponsor Process Flowchart  
(2) "Regular" Sponsor Request  
(3) "Shortfused" Sponsor Request  
(4) "Student" Sponsor Request  
(5) Sample Sponsor Letter  
(6) Commanding Officer Welcome Aboard Letter  
(7) Prospective Gains Questionnaire  
(8) Sponsor Diagnostic

1. Purpose. To publish the guidelines for the Navy Sponsor Program on board Naval Air Station (NAS) Lemoore.

2. Cancellation. NASLEMINST 1750.2M

3. Background. Per reference (a), commands are directed to establish an effective Sponsor Program to assist arriving personnel in adjusting to a new area after a permanent change of station. The command is notified of reporting dates of incoming personnel via Enlisted Personnel Action Document (EPAD), Enlisted Distribution and Verification Report (EDVR) or naval message. This information initiates the Sponsor Program. Key aspects of the Sponsor Program include the following: Identify prospective gains at the earliest possible time, assign a sponsor from the person's future work group; contact prior to transfer; provide help with check-in procedures and area familiarization.

4. Responsibilities. Command concern and responsibility for the needs of our personnel start upon their receipt of orders to the command. The sponsor program is a vital part of the retention effort and deserves full support from the entire chain of command. All personnel shall conduct themselves in a manner

**SEP 08 1999**

that makes new personnel welcome and proud to be part of the organization. Program responsibilities are as follows.

a. Executive Officer

(1) Implement an effective sponsor program.

(2) Ensure total command support.

b. Administrative Officer

(1) Provide a monthly prospective gains list to the Sponsor Program Coordinator.

(2) Notify department heads and Sponsor Program Coordinator of change of status on incoming personnel.

c. Command Master Chief (CMC)

(1) Monitor effectiveness of Sponsor Program.

(2) Advise chain of command of needed improvements.

d. Command Sponsor Program Coordinator

(1) Coordinate Sponsor Program with NAS Lemoore departments in accordance with enclosure (1).

(2) Receive prospective gains, EPAD, EDVR, message orders and Navy Sponsor Notifications regarding incoming personnel.

(3) Track and monitor efficiency and timeliness of program elements with assistance from Departmental Sponsor Coordinators. Conduct Quarterly Spot-Checks to ensure the following:

(a) Departmental/Divisional Sponsor Coordinators have the highest level of knowledge concerning the Sponsor Process.

(b) Sponsor Process Flowchart included in the instruction is conspicuously posted in both the Sponsor Coordinator's cubicle and their Divisional billboard if one is available.

SEP 08 1999

(c) Departmental/Divisional Sponsor Coordinator has a copy of this instruction readily available.

(d) Sponsor Coordinators are receiving required support from their chain of command.

(e) Information on primary and alternate Sponsor Coordinators is up to date and that all alternate Sponsor Coordinators have the same level of knowledge as the primary coordinators.

(4) Forward Command Sponsor Assignment Memorandums (enclosures (2), (3) and (4)) to Departmental Sponsor Coordinators for dissemination to Divisional Sponsor Coordinators.

(5) Upon receipt of the Sponsor Request from the Departmental Sponsor Coordinator generate the Commanding Officer letter (enclosure (6)).

(6) Mail Sponsor's personal letter upon receipt.

(7) Newly reporting personnel will report to the listed offices/activities in the following sequence: (1) Personnel Support Detachment, (3) Department, (2) Base Administration Office, (4) Command Sponsor Program Coordinator and (5) CMC. Upon check-in he/she will be assigned to NASL Indoctrination class. Upon check-in with the NASL Sponsor Coordinator, he/she will complete the Customer Service Questionnaire (enclosure (7)) which will be forwarded to the Commanding Officer via the chain of command upon completion of Base Indoctrination.

(10) During the check-in process the Sponsor will fill out the Sponsor Diagnostic (enclosure (8)) to determine Divisional/Departmental support, communication flow, etc.

e. Department Head and LCPO

(1) Provide support for all aspects of the Sponsor Program. Assist Departmental/Divisional Sponsor Coordinators by emphasizing professional courtesy for all incoming personal to their troops at quarters, Departmental training, etc.

(2) Track the status of their specific Departmental Sponsor Program.

**SEP 08 1999**

(3) Ensure every Sponsor is given the means to complete their military obligation.

(4) If the Sponsor has been shifted to Mid's or Night Check he/she is still required to meet the Prospective Gain upon arrival. Sponsorship is a military duty and will be treated as such. Depending upon current operational requirements departments are encouraged to compensate Sponsors to the maximum extent for faithfully discharging this duty. Professional courtesy is abolished when the Prospective Gain is met and escorted by the first person who happens to be available in the shop instead of the member who has been in contact with the Prospective Gain.

f. Departmental Sponsor Coordinator

(1) Upon receiving enclosure (2), (3) or (4), either guardmails or e-Mails the Sponsor request to the appropriate Divisional Sponsor Coordinator for completion.

(2) Upon receipt of enclosure (2), (3) or (4), ensures that the assigned Sponsor meets the requirements set forth in enclosure (2), (3) or (4) to the Command Sponsor Coordinator in accordance with the timelines set forth in enclosure (1).

(3) Receives Sponsor request/Sponsor letter status messages from Command Sponsor Coordinator every Tuesday and Thursday of the week and distributes them to all affected Divisional Sponsor Coordinators.

(4) Ensures that the Department Head is kept appraised of the status of the Departments Sponsor efforts.

(5) Although the member attends Sponsor training, he/she will not be assigned to a prospective gain until three months after having been trained. This three month window allows the member to gain crucial information about NASL and the surrounding area.

(6) Provides an alternate Sponsor Coordinator to the Command Sponsor Coordinator. This "alternate" is to be given a copy of this instruction, must have attended Sponsor Training and must be familiar with the processes used for dissemination of Sponsor information.

**SEP 08 1999**

(7) Notifies Command Sponsor Coordinator when Sponsor responsibilities are being shifted to the alternate due to the primary going on leave, assigned Temporary Additional Duty, etc.

g. Division Officer, CPO and Leading Petty Officer (LPO)

(1) Ensure support and effectiveness of the Sponsor Program within their divisions or work centers.

(2) Complete Sponsor requests in accordance with timelines set forth in enclosure (1) and send them back to the Divisional Sponsor Coordinator.

(3) Ensure that Sponsors have written a letter using the Sponsor Letter example (enclosure (5)) given in the sponsor request and that they have guardmailed it to:

Base Administration

ATTN: Command Sponsor Coordinator

(4) Ensure Sponsor has adequate time and resources to accomplish the assignment. If assigned to Mid's or Night Check, depending upon current operational requirements, the Sponsor should be compensated to the maximum extent for faithfully discharging his/her duty. Professional courtesy is abolished when the Prospective Gain is met and escorted by the first person who happens to be available in the shop instead of the member who has been in contact with the Prospective Gain.

h. Divisional Sponsor Coordinator

(1) Ensure that sponsors have been trained.

(2) Ensure that Sponsors are screened for End of Active Obligated Service (EAOS) and Projected Rotation Date (PRD). The Sponsor must have either three months left prior to transfer (PRD) or three months left prior to retirement or separation (EAOS) before being assigned.

(3) Ensure that the Sponsor has written a letter for the Prospective gain that they are assigned to. Enclosure (5) is a good sample for an effective Sponsor letter.

SEP 08 1999

(4) Update Departmental Sponsor Coordinator either verbally or utilizing e-Mail as to the status of Sponsor efforts within that Division.

(5) Maintain a copy of this instruction at all times.

(6) Conspicuously post the Sponsor Process Flowchart in the cubicle where they work and the Divisional billboard if one is available.

(7) Provide alternate Divisional Sponsor Coordinator to Departmental Sponsor Coordinator. This "alternate" is to be given a copy of this instruction, have had to have attended Sponsor Training and must be familiar with the processes used for dissemination of Sponsor information.

(8) Notify Departmental Sponsor Coordinator when Sponsor responsibilities are being shifted to the alternate due to the primary going on leave, being temporary assigned duty, etc.

i. Sponsor

(1) Meets sponsor qualifications listed in reference (a).

(2) Sponsor responsibilities are:

(a) Hand write sponsor letter immediately upon notification of sponsor assignment. If typed the letter must be signed by the sponsor. Upon completion immediately guardmail the letter to:

Base Administration  
Attn: Sponsor Coordinator

(b) Coordinate the date and time of Prospective Gain's arrival. If the "PG" modifies their EDA the Sponsor informs the chain of command.

(c) Provide assistance to assigned personnel as follows:

(1) Have a positive attitude towards the command and the local area.

**SEP 08 1999**

(2) Arrange temporary transportation for job and initial shopping needs.

(3) Arrange for temporary housing, i.e. Navy Lodge or barracks assignment.

(4) Answer questions timely and accurately.

(5) Assist in other areas while they get settled.

(d) Inform the Divisional LPO, LCPO or DO should any questions or problems arise concerning the Sponsor's ability to perform his/her duties, i.e. C-schools, medical appointments, TAD assignments, etc.


(e) Accompany new personnel through check-in process.

(1) Being assigned to Mid's or Night Check does not alleviate the Sponsor of meeting the "PG" upon arrival. Depending upon current operational requirements compensation for Sponsors assigned to Mid's or Night Check should be authorized to the maximum extent by the Division in question.

(j) Prospective Gain

(a) Must keep Sponsor informed as to current estimated date of arrival and method of transportation.

(b) If the Prospective Gain is coming from a Tenant Command such as a Squadron on board NASL, and he/she feels comfortable with their level of knowledge concerning the locations listed on the Check-In sheet issued by Base Administration, the "PG" has the option to decline the services of the Sponsor during the check-in portion of the Sponsor Process.

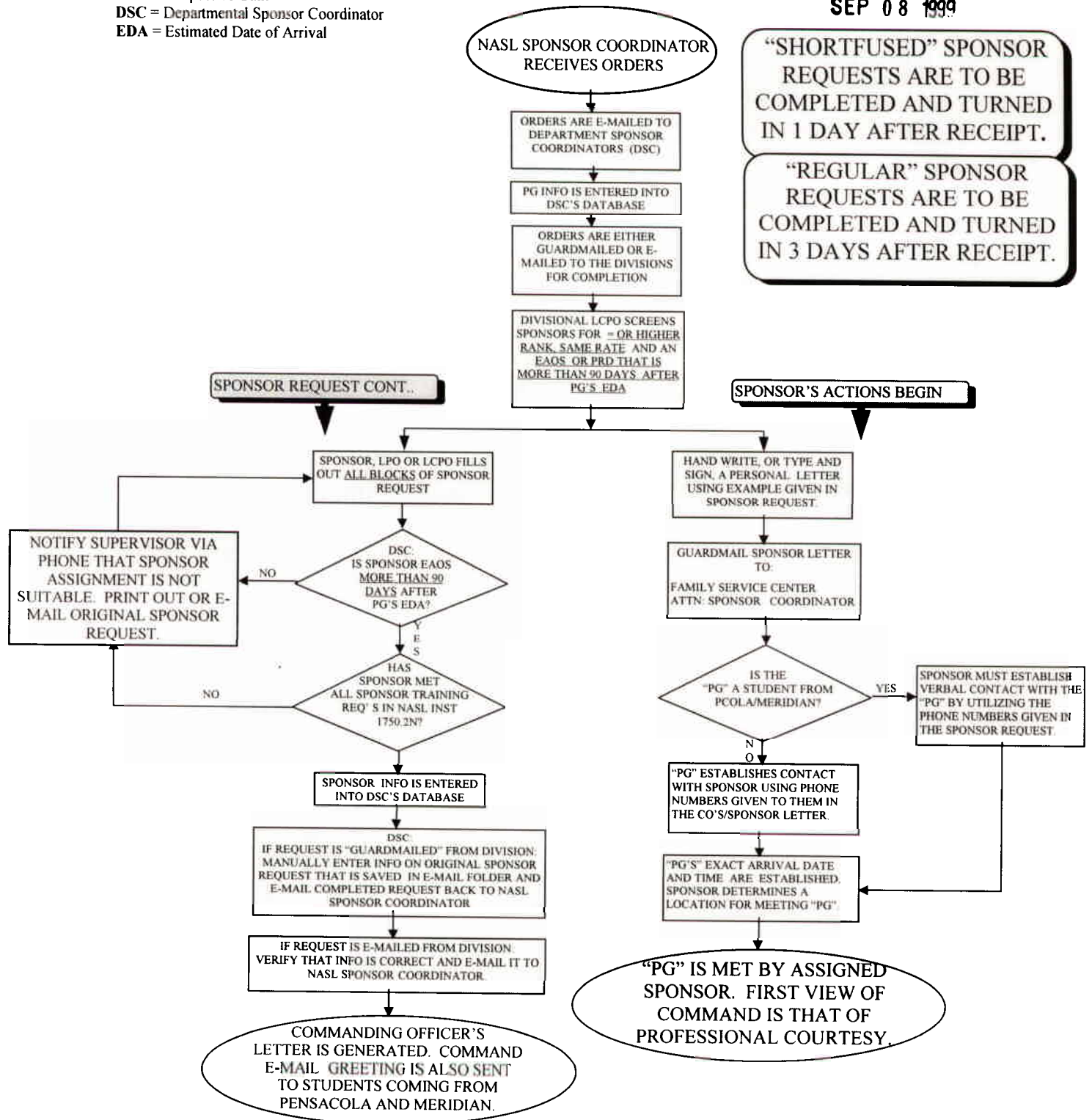


J. V. STIVERS

Distribution:  
List B

PG = Prospective Gain  
DSC = Departmental Sponsor Coordinator  
EDA = Estimated Date of Arrival

NASLEMINST 1750.2N  
SEP 08 1999



THE SPONSOR PROGRAM IS ONE OF THE MOST BASIC POLICIES HERE AT NAVAL AIR STATION LEMOORE AND YET IT IS ONE OF THE MOST IMPORTANT AND POTENTIALLY EFFECTIVE. IF DONE IN ACCORDANCE WITH THIS INSTRUCTION EACH DEPARTMENT HAS THE CHANCE TO MAKE A VERY POSITIVE FIRST IMPRESSION ON OUR FUTURE SHIPMATES.

Enclosure (1)



SEP 08 1999

DATE: \_\_\_\_\_

## MEMORANDUM

From: Command Sponsor Coordinator  
To: (Prospective) Department LCPO  
Subj: REGULAR SPONSOR ASSIGNMENT REQUEST

1. The individual listed below has received orders to NASL and requires a sponsor:

- a. Rate/Name: \_\_\_\_\_
- b. SSN: \_\_\_\_\_ NEC: \_\_\_\_\_
- c. EDA: \_\_\_\_\_
- d. Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complete the information below *WITHIN 3 WORKING DAYS* and e-Mail it or guardmail it to your Departmental Sponsor Coordinator. SPONSOR LETTERS ARE REQUIRED. Ensure that the sponsor either hand writes or types the letter and, if typed, signs the bottom.

NOTE: The field format is located in the lower left margin of the screen once the field is entered.

NOTE: Ensure that caps lock is off when entering the data below.

- a. Sponsor's Rate/Rank: \_\_\_\_\_

NOTE: Sponsor rank must be equivalent to, or higher than, that of the prospective gain.

- b. Sponsor's name First: \_\_\_\_\_ Last: \_\_\_\_\_
- c. Sponsor's SSN: \_\_\_\_\_
- d. Sponsor's EAOS: \_\_\_\_\_

NOTE: Sponsor's PRD or EAOS must exceed prospective gains EDA by three months or more.

- e. Sponsor's Division: \_\_\_\_\_
- f. Sponsor's work extension: \_\_\_\_\_
- g. Sponsor's Supervisor: \_\_\_\_\_

Enclosure (2)

NASLEMINST 1750.2N

**SEP 08 1999**

Supervisors,

Ensure that the sponsor has a copy of this entire package. When the sponsor doesn't receive this information it leads to confusion and ultimately to a lack of support for the prospective gain.

The following information must be included in your Sponsor Letter. This sample constitutes the "minimum" amount of information you should include in your letter not the "maximum". The letter should be informal and handwritten. If typed it must be signed by the sponsor.

Date

Dear \_\_\_\_\_:

I have just been notified of your future assignment to (Division), (Department), NAS Lemoore. I will be acting as your sponsor in order to help you get checked into the base, get settled in and answer any questions you may have. My address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may reach me by phone during my working hours of \_\_\_\_\_ to \_\_\_\_\_ at Commercial (559) 998-\_\_\_\_\_ or (DSN) 949-\_\_\_\_\_. I may be contacted at home between \_\_\_\_\_ and \_\_\_\_\_ hours at phone number \_\_\_\_\_.

I recommend that you contact your local Family Service Center as soon as possible so that you can obtain a SITES package. SITES stands for Standard Information Transfer and Exchange Service and will contain answers to your most pressing questions.

I highly encourage you to log on to NAS Lemoore's Sponsor Homepage on the Internet. The address is <http://www.lemoore.navy.mil/sponsor> (no caps).

I want to be the first to shake your hand when you arrive so **please** keep me informed of your arrival date and time into Lemoore.

NASLEMINST 1750.2N

SEP 08 1999

Again, let me welcome you aboard, and if there is any way in which I may be of further assistance to you please contact me.

Sincerely,

---

Guardmail this letter as soon as possible to:

BASE ADMINISTRATION  
ATTN: SPONSOR COORDINATOR

SEP 08 1999

DATE: \_\_\_\_\_

## MEMORANDUM

From: Command Sponsor Coordinator  
To: (Prospective) Department LCPO  
Subj: SHORTFUSED SPONSOR ASSIGNMENT REQUEST

1. The individual listed below has received orders to NASL and, due to his or her Estimated Date of Arrival, is considered "shortfused":

- a. Rate/Name: \_\_\_\_\_
- b. SSN: \_\_\_\_\_ NEC: \_\_\_\_\_
- c. EDA: \_\_\_\_\_
- d. Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complete the information below *WITHIN 1 WORKING DAY* from receipt and either reply via E-Mail, or guardmail it back to your Departmental Sponsor Coordinator. Sponsor letters are required for shortfused orders.

NOTE: The proper field format is displayed in the lower left margin of the screen once the field has been entered.

NOTE: Ensure that caps lock is off when entering the data below.

- a. Sponsor's Rate/Rank: \_\_\_\_\_

NOTE: Sponsor rank must be equivalent to, or higher than, that of the prospective gain.

- b. Sponsor's name First: \_\_\_\_\_ Last: \_\_\_\_\_
- c. Sponsor's SSN: \_\_\_\_\_
- d. Sponsor's EAOS: \_\_\_\_\_

NOTE: Sponsor EAOS/PRD must exceed prospective gains EDA by three months or more.

Enclosure (3)

SEP 08 1999

- e. Sponsor's training date (mandatory entry): \_\_\_\_\_
- f. Sponsor's Division: \_\_\_\_\_
- g. Sponsor's work extension: \_\_\_\_\_
- h. Sponsor's Supervisor: \_\_\_\_\_

Supervisors,

Ensure that the sponsor has a copy of this entire package. When the sponsor doesn't receive this information it leads to confusion and ultimately to a lack of support for the prospective gain.

The following items should be included in your Sponsor Letter. This sample includes the "minimum" of what you should write not the "maximum". The letter should be informal and handwritten. If typed it must be signed by the sponsor.

Date

Dear \_\_\_\_\_:

I have just been notified of your future assignment to (Division), (Department), NAS Lemoore. I will be acting as your sponsor in order to help you get checked into the base, get settled in and answer any questions you may have. My address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may reach me by phone during my working hours of \_\_\_\_ to \_\_\_\_ at Commercial (559) 998-\_\_\_\_ or (DSN) 949-\_\_\_\_. I may be contacted at home between \_\_\_\_ and \_\_\_\_ hours at phone number \_\_\_\_\_.

I recommend that you contact the Family Service Center as soon as possible so that you can obtain a SITES package. SITES stands for Standard Information Transfer and Exchange Service and will contain answers to most of your most pressing questions.

I highly encourage you to log on to NAS Lemoore's Sponsor Homepage on the internet. The address is <http://www.lemoore.navy.mil/sponsor> (no caps).

I want to be the first to shake your hand when you arrive so please keep me informed of your arrival date and time into Lemoore.

NASLEMINST 1750.2N

**SEP 08 1999**

Again, let me welcome you aboard, and if there is any way in which I may be of further assistance to you please contact me.

Sincerely,

---

Guardmail this letter as soon as possible to:

BASE ADMINISTRATION  
ATTN: SPONSOR COORDINATOR

SEP 08 1999

DATE: \_\_\_\_\_

## MEMORANDUM

From: Command Sponsor Coordinator  
To: (Prospective) \_\_\_\_\_ Department LCPO  
Subj: STUDENT SPONSOR ASSIGNMENT REQUEST

1. The individual listed below has received orders to NASL and, due to his or her Estimated Date of Arrival, is considered "shortfused":

- a. Rate/Name: \_\_\_\_\_
- b. SSN: \_\_\_\_\_ NEC: \_\_\_\_\_
- c. EDA: \_\_\_\_\_
- d. Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complete the information below *WITHIN 1 WORKING DAY* from receipt and either reply via E-Mail, or guardmail it back to your Departmental Sponsor Coordinator. Sponsor letters are required for shortfused orders.

NOTE: The proper field format is displayed in the lower left margin of the screen once the field has been entered.

NOTE: Ensure that caps lock is off when entering the data below.

- a. Sponsor's Rate/Rank: \_\_\_\_\_

NOTE: Sponsor rank must be equivalent to, or higher than, that of the prospective gain.

- b. Sponsor's name First: \_\_\_\_\_ Last: \_\_\_\_\_
- c. Sponsor's SSN: \_\_\_\_\_
- d. Sponsor's PRD/EAOS: \_\_\_\_\_

NOTE: Sponsor EAOS/PRD must exceed prospective gains EDA by three months or more.

- e. Sponsor's training date (mandatory entry): \_\_\_\_\_
- f. Sponsor's Division: \_\_\_\_\_
- g. Sponsor's work extension: \_\_\_\_\_
- h. Sponsor's Supervisor: \_\_\_\_\_

Enclosure (4)

NASLEMINST 1750.2N

**SEP 08 1999**

Supervisors,

Ensure that the sponsor has a copy of this entire package. When the sponsor doesn't receive this information it leads to confusion and ultimately to a lack of support for the prospective gain.

.....

To the Sponsor,

You have been assigned as a Sponsor for a student graduating from NATTC Pensacola. These students are newly reported into the NAVY and deserve our undivided attention. Their future perceptions of the NAVY will be based solely upon their experiences right here, right now at NAS Lemoore.

In accordance with NASLEMINST 1750.2N you must establish verbal contact and write an effective sponsor letter. The number and address for your student's barracks are as follows:

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Commercial phone: \_\_\_\_\_  
DSN: \_\_\_\_\_

You will probably have to leave a message for the student that you're trying to reach. If, for whatever reason, you cannot establish verbal contact immediately call the Command Sponsor Coordinator at EXT: 4041 for further assistance.

You have a huge role to play in this individuals career and in their life. Make it count.

Sincerely,  
COMMAND MASTER CHIEF



**SEP 08 1999**

The following items should be included in your Sponsor Letter. This sample includes the "minimum" of what you should write not the "maximum". The letter should be informal and handwritten. If typed it must be signed by the sponsor.

Date

Dear \_\_\_\_\_:

I have just been notified of your future assignment to (Division), (Department), NAS Lemoore. I will be acting as your sponsor in order to help you get checked into the base, get settled in and answer any questions you may have. My address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may reach me by phone during my working hours of \_\_\_\_ to \_\_\_\_ at Commercial (559) 998-\_\_\_\_ or (DSN) 949-\_\_\_\_. I may be contacted at home between \_\_\_\_ and \_\_\_\_ hours at phone number \_\_\_\_\_.

I recommend that you contact the Family Service Center at NATTC as soon as possible so that you can obtain a SITES package. SITES stands for Standard Information Transfer and Exchange Service and will contain answers to most of your most pressing questions.

I highly encourage you to log on to NAS Lemoore's Sponsor Homepage on the internet. The address is <http://www.lemoore.navy.mil/sponsor> (no caps).

I want to be the first to shake your hand when you arrive so please keep me informed of your arrival date and time into Lemoore.

Again, let me welcome you aboard, and if there is any way in which I may be of further assistance to you please contact me.

Sincerely,

\_\_\_\_\_

Guardmail this letter as soon as possible to:

BASE ADMINISTRATION  
ATTN: SPONSOR COORDINATOR

SEP 08 1999

The following information must be included in the Sponsor Letter. This sample constitutes the "minimum" amount of information that should be included in the letter not the "maximum". The letter should be informal and handwritten. If typed it must be signed by the sponsor.

Date

Dear \_\_\_\_\_:

I have just been notified of your future assignment to (Division) , (Department) , NAS Lemoore. I will be acting as your sponsor in order to help you get checked into the base, get settled in and answer any questions you may have. My address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may reach me by phone during my working hours of \_\_\_\_ to \_\_\_\_ at Commercial (559) 998-\_\_\_\_ or (DSN) 949-\_\_\_\_. I may be contacted at home between \_\_\_\_ and \_\_\_\_ hours at phone number \_\_\_\_\_.

I recommend that you contact your local Family Service Center as soon as possible so that you can obtain a SITES package. SITES stands for Standard Information Transfer and Exchange Service and will contain answers to your most pressing questions.

I highly encourage you to log on to NAS Lemoore's Sponsor Homepage on the Internet. The address is <http://www.lemoore.navy.mil/sponsor> (lower case).

I want to be the first to shake your hand when you arrive so please **keep me informed** of **your arrival** date and time into Lemoore.

Again, let me welcome you aboard, and if there is any way in which I may be of further assistance to you please contact me.

Sincerely,

\_\_\_\_\_

Guardmail this letter as soon as possible to:

BASE ADMINISTRATION  
ATTN: SPONSOR COORDINATOR

Enclosure (5)

«RATE» «FNAME» «LNAME»  
«ADDRESS»  
«LINE1»  
«LINE2»

Dear Petty Officer «LNAME»,

Welcome aboard the Navy's newest, largest and finest air station. Naval Air Station Lemoore is located in the middle of California's San Joaquin Valley. Readily accessible are Los Angeles and San Francisco (four hours by car). Sequoia and Yosemite National Parks, Carmel, Morro Bay and the coastal beaches of Monterey are all within a two to three hour drive from our valley. We enjoy being so close to so much activity and meeting some of the friendliest people you'll ever come in contact with.

If you arrive by plane, you will be landing in Fresno, California. From Fresno Airport you will be required to complete the final 45-mile leg of your journey using commercial ground transportation. The most economical and convenient means is via area shuttle services (approx. \$50-\$64). The shuttle will bring you directly to the locations you desire. Their phone numbers are posted in several locations in the airport. There are also various taxi services (approx. \$75-\$90). For either option, retain your receipt and include it in your travel claim as a miscellaneous expense, which is fully reimbursable. If you have any questions about your transit from Fresno Airport to NAS Lemoore, call NAS Lemoore Combined Bachelor Housing Office (CBH) at commercial (559) 998-4609 or DSN 949-4609.

Upon arrival during working hours, report to the Personnel Support Activity Detachment. If reporting after hours, the CBH, located in Building 800, will check you in. Year round uniform for officers and chiefs check in is summer khaki or service dress. The uniform for enlisted is whites or blues as appropriate. Single personnel desiring to reside off station and collect single Basic Allowance for Housing, must meet sponsor for the latest update to this instruction.

I have assigned «SRATE» «SPONFNAME» «SPONLNAME», «DEPT» Department, «WKCENTR» Division, Naval Air Station, 700 Avenger

NASLEMINST 1750.2N

**SEP 08 1999**

Avenue, Lemoore, CA 93246-5001, commercial (559) 998-«EXT» or (DSN) 949-«EXT», as your sponsor. Please contact your sponsor as soon as possible. Their task is to help you make this move the best ever. To help acquaint you with Lemoore please contact your local Family Service Center. They will print a copy of Lemoore's SITES (Standard Information Transfer Exchange Service) package which contains information concerning the Air Station and the surrounding community. You can also access Lemoore's Sponsor Homepage at <http://www.lemoore.navy.mil/sponsor> (lower case).

Your new shipmates and I look forward to your arrival and stand ready to assist you in every way possible. You can anticipate a challenging, interesting and most of all, a fun tour. Welcome Aboard!

Sincerely,

SEP 08 1999

**FILLED IN UPON CHECK-IN BY THE PROSPECTIVE GAIN**

NAME: \_\_\_\_\_ RATE \_\_\_\_\_ ASSIGNED TO (DEPT/DIV) \_\_\_\_\_

1. What was your duty station prior to arriving on board NAS Lemoore? \_\_\_\_\_
2. Did you receive a Commanding Officer's letter or Command MEMO which included information about NAS Lemoore and your Sponsor? YES ( ) NO ( )
3. Did you receive a personal letter from your Sponsor? YES ( ) NO ( )
4. At your previous duty station did you go to the local Family Service Center (FSC) and have a SITES (welcome aboard package for NAS Lemoore) printed for your personal use? YES ( ) NO ( )
5. If NO, why not? \_\_\_\_\_
6. Were you given prompt and professional service by that local FSC Staff? YES ( ) NO ( ) N/A ( )
7. Do you think that the SITES package contains enough information? YES ( ) NO ( ) N/A ( )
8. If NO, what would you include? \_\_\_\_\_
9. Did you attempt to logon to NAS Lemoore's Sponsor Homepage? YES ( ) NO ( )
  - a. If NO, why not? \_\_\_\_\_
  - b. If YES, were you satisfied with the level of information? YES ( ) NO ( ) N/A ( )
  - c. If NO, explain what you think is lacking.. \_\_\_\_\_
10. Was verbal contact ever established between yourself and your Sponsor? YES ( ) NO ( )
11. If YES, was an exact arrival time and meeting place eventually established between yourself and your Sponsor? YES ( ) NO ( ) N/A ( )
12. If YES, did you arrive at the designated time and place? YES ( ) NO ( ) N/A ( )
13. If your arrival time was modified for any reason did you inform your Sponsor of this so that he/she could be sure to meet you upon arrival? YES ( ) NO ( ) N/A ( )
14. Are you reporting onboard from a tenant command on base such as a Squadron? YES ( ) NO ( )

SEP 08 1999

**Filled in by Command Sponsor Coordinator**

1. Was member sent a CO's Welcome Aboard Letter? \_\_\_\_\_ and Sponsor's personal letter? \_\_\_\_\_
2. Was the member escorting the PG around the base the original assigned Sponsor? YES ( ) NO ( )
3. If NO, who was the original Sponsor according to the Sponsor D-BASE?  
RATE \_\_\_\_\_ FNAME \_\_\_\_\_ LNAME \_\_\_\_\_ EXT \_\_\_\_\_
4. What was the Sponsor's apparent disposition towards NAS Lemoore and the Sponsor Program in general? \_\_\_\_\_
5. GENERAL REMARKS: \_\_\_\_\_

**Filled in at Base Indoctrination**

1. Did your Sponsor assist you in the following:
 

	Yes	No	N/A
a. Arrange temporary transportation for job and initial shopping needs? _____	_____	_____	_____
b. Arrange for temporary housing such as the NAVY Lodge or the barracks? _____	_____	_____	_____
c. Did he/she have a positive attitude towards the command and the local area? _____	_____	_____	_____
d. Answer your questions in a timely and accurate fashion? _____	_____	_____	_____
e. Show you around your Division, the base and the local area? _____	_____	_____	_____
f. Assist you in other areas while getting settled? _____	_____	_____	_____
2. Overall, how would you rate the Sponsor that was assigned to you?  
Rate 1 (very poor) to 5 (excellent).....1( ) 2( ) 3( ) 4( ) 5( )
3. Overall, how would you rate NAS Lemoore's Sponsor Program?  
Rate 1 (very poor) to 5 (excellent).....1( ) 2( ) 3( ) 4( ) 5( )
4. Do you have any recommendations for the improvement of NAS Lemoore's Sponsor Program? \_\_\_\_\_

SEP 08 1999

**Filled in by the Sponsor upon check-in**

NAME \_\_\_\_\_ RATE \_\_\_\_\_ EAOS/PRD (Whichever arrives first) \_\_\_\_\_

**If you are the members original Sponsor skip to question 3. If you were just assigned to escort the member around the base answer questions 1 and 2 first and then continue.**

1. Fill in the information below concerning the supervisor who assigned you to escort the member around the base?

NAME: \_\_\_\_\_ RATE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

2. What was your supervisor's reasoning for assigning you to fulfill someone else's military obligation? \_\_\_\_\_

3. Did you receive a complete copy of the Sponsor Request YES ( ) NO ( ) N/A ( )

4. Have you attended Naval Air Station Lemoore Sponsor Training? YES ( ) NO ( )

5. Have you been on board NAS Lemoore for more than ninety days? YES ( ) NO ( )

6. What is your honest opinion of Lemoore and the surrounding area? \_\_\_\_\_

7. What is your honest opinion of the Sponsor Program here at NAS Lemoore? \_\_\_\_\_

8. Are you currently on Mid's or Night Check? YES ( ) NO ( )

9. If YES, has your chain of command supported your efforts to fulfill your military duty as a Sponsor?  
YES ( ) NO ( )

10. What recommendations do you have to improve NAS Lemoore's Sponsor Process? \_\_\_\_\_

---

---

---

---

---